

MSME TECHNOLOGY DEVELOPMENT CENTRE
(Process Cum Product Development Centre)
FOUNDRY NAGAR, AGRA

MSME Technology Development Centre (PPDC), Agra is a National Centre invites applications from dedicated and result oriented personnel for the following posts,

S.N.	Name of the Post
1.	Generator cum Pump Operator/Electrician (01)
2.	Stenographer (01)
3.	Store Keeper/UDC (01)
4.	LDC (01)
5.	Training Coordinator cum Clerk (04)

For further details please visit our Website www.ppdcaagra.dcmsme.gov.in. Applications must reach the Principal Director on the above address within 20 days from the date of publication of this Advertisement.

(Principal Director)

MSME TECHNOLOGY DEVELOPMENT CENTRE
(Process Cum Product Development Centre)
(A GOVT. OF INDIA SOCIETY)
MINISTRY OF MSME, FOUNDRY NAGAR, AGRA-282006

MSME Technology Development Centre(PPDC), Agra is a National Centre, set up and established by Government of India under Ministry of MSME for development of small scale casting and forging industries, invites applications from dedicated and result oriented personnel for the following posts, on the pay band, Grade Pay and age limit as given below :

S.No.	Name of the Post	No. of Posts				Pay Band and Grade Pay	Max. Age as on 31.07.2020
		Gen.	SC	ST	OBC		
1.	Generator-cum-Pump Operator/Electrician	01				Level 4 as per VIIth CPC i.e. 25,500-81,100/-	35 years relaxable upto 5 years for SC/ST/Internal Candidates & 3 years for OBC
2.	Stenographer	01				Level 4 as per VIIth CPC i.e. 25,500-81,100 /-	30 years relaxable upto 5 years for SC/ST/ & 3 years for OBC.
3.	Store Keeper/UDC	01				Level 2 as per VIIth CPC i.e. 19,900-63,200 /-	30 years relaxable upto 5 years for SC/ST/ & 3 years for OBC.
4.	LDC	01				Level 2 as per VIIth CPC i.e. 19,900-63,200 /-	30 years relaxable upto 5 years for SC/ST/ & 3 years for OBC.
5.	Training Coordinator	03			01	Level 2 as per VIIth CPC i.e. 19,900-63,200 /-	30 years relaxable upto 5 years for SC/ST/ & 3 years for OBC.

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PRINCIPAL DIRECTOR

S.No.1 – Generator-cum-Pump Operator/Electrician

Qualification :

- A. **Essential :** ITI in Electrician Trade/Wireman's Licence or matriculation with Electrical Works man permit for "Medium Pressure" under Indian Electrical Rules 1956.

Expeience :

- A. **Essential :** Minimum 5 years experience in operation and maintenance of diesel generating sets, air conditioners, electrical equipment, line fault etc.

- B. **Preferable :** Experience in operation of pump house/CNC Machine.

S.No.2 – Stenographer

Qualification :

- A. **Essential :** Graduate with knowledge of short hand typing 100/40 w.p.m. with certificate course in computer application from a recognized/reputed institute.

- B. **Desirable :** Knowledge of typing work in English speed of not less than 40 w.p.m. & working with computer.

Experience :

- A. **Essential :** 2 years experience.

- B. **Preferable :** Preference will be given to candidates having experience in Hindi typing.

S.No.3 - Store Keeper/UDC

Qualification :

- A. **Essential :** Graduate in Arts/Commerce/Science from any recognized University and having certificate course in computer application from any recognized university/institute.

- B. **Desirable :** Diploma in Material Management.

Experience :

- A. **Essential :** 03 years experience in stores attached to an industry/R&D institute of repute should be well conversant with inventory control procedure.

- B. **Preferable :** Working with Computer.

S.No.4 - LDC

Qualification :

- A. Essential :** Graduate in discipline from any recognized University with certificate course in computer application from any recognized/reputed institute.
- B. Desirable :** Knowledge of Computer Typing.

S.No.5 - Training Co-ordinator cum Clerk

Qualification :

- A. Essential :** Graduate in any discipline from a recognized University/Institute.

Experience :

- A. Essential :** 1 years experience in activities like Co-ordinating training, handling online services, App. based services etc.
- B. Preferable :** Knowledge of computer with good communication skill both in English and Hindi.

The candidates selected shall be liable to serve anywhere in India. The candidates selected shall be eligible for other fringe & benefits such as EPF, Gratuity, Leave, LTC etc. as applicable in the Centre.

How to Apply:Application indicating the Name, date of birth, Caste (SC/ST/OBC/General) address of correspondence, educational qualifications and experience, post held, salary drawn, nature of job etc. and recent passport size photograph and non refundable **Online fee Rs.500/- excepting SC/ST candidates, shall be submitted online within 20 days after publication of this advertisement.** Applicant must also uploaded self attested copies of certificates, possessing the essential and desirable qualifications and experience, date of birth etc. with the application. Candidates employed in Govt./Quasi Govt. and PSUs should apply through Proper Channel or produce NOC from their Employer at the time of interview. Candidates applying for more than one post should submit separate applications. Mere fulfillment of the eligibility norms will not entitle a candidate to be called for interview and the decision of the management in this regard shall be final and binding. Application format may be downloaded from the centre website www.ppdccagra.dcmsme.gov.in.
